

## REQUEST FOR QUOTATION

RFQ-008-82HW-06

2007 Leadership Meeting

**DUE DATE AND TIME: May 12,, 2006 5:00 P.M. MDT**

Bidder,

Please complete and FAX Pages 1 through 4 to my attention @ (970) 492-7031.

Specifications for these items are found starting on Page 11.

\*In accordance with Federal Acquisition Circular (FAC) 2001-26 dated December 20, 2004, On-line Representations and Certifications Application (ORCA) is mandatory effective January 1, 2005, requiring contractors to enter their Representations and Certifications once for all Federal contracts. The ORCA site can be found at <http://www.bpn.gov> and by clicking on "On-line Reps and Certs Application" on the left side of the screen.

Vendors who do not have access to the Internet or feel they need extra Internet help can contact the closest Procurement Technical Assistance Center at [www.dla.mil/db/procurem.htm](http://www.dla.mil/db/procurem.htm).

Your quote will not be accepted until ORCA has been completed.



Lee Shea  
Contracting Officer

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS  
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

Page 1 of 13

1. REQUISITION NUMBER	2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE
4. ORDER NUMBER	5. SOLICITATION NUMBER RFQ-008-82HW-06	6. SOLICITATION ISSUE DATE 05/01/2006
7. FOR SOLICITATION INFORMATION CALL	a. NAME Lee Shea	b. TELEPHONE NUMBER (No collect calls) 970/492-7015
8. OFFER DUE DATE/LOCAL TIME 05/12/2006 5:00 P.M. MDT		

9. ISSUED BY | Code: 82HW

USDA, Agricultural Research Service  
Northern Plains Area Office  
2150 Centre Ave, Bldg D, Ste 310  
Fort Collins, CO 80526-8118

10. THIS ACQUISITION IS  
☒ UNRESTRICTED

☐ SET ASIDE % FOR  
☐ SMALL BUSINESS  
☐ SMALL DISADV. BUSINESS  
☐ 8(A)

SIC: 721110  
SIZE STANDARD: \$06.0 MILLION

11. DELIVERY FOR FOB  
DESTINATION UNLESS  
BLOCK IS MARKED

☐ SEE SCHEDULE

12. DISCOUNT TERMS

13a. THIS CONTRACT IS A  
RATED ORDER UNDER  
DPAS (15 CFR 700)

13b. RATING

14. METHOD OF SOLICITATION ☐ RFQ ☐ IFB ☒ RFP

15. DELIVERY TO | CODE

USDA, Agricultural Research Service  
2150 Centre Avenue Building #310  
Fort Collins CO 80526

16. ADMINISTERED BY | Code:

(If other than Item 15)  
USDA, Agricultural Research Service  
Northern Plains Area Office  
2150 Centre Ave, Bldg D, Suite 310  
Fort Collins, CO 80526-8119

17a. CONTRACTOR/OFFEROR

Code:

Facility Code:

18a. PAYMENT WILL | CODE  
BE MADE BY

USDA-ARS-NPA  
Natural Resources Research Center  
2150 Centre Avenue  
Building D, Suite 310  
Fort Collins CO 80526-8119

ADDRESS  
TELEPHONE NO.  
FAX NO.

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (Continued)

<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER	18b. SUBMIT INVOICES TO THE ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM
--	--

19 ITEM NO	20 SCHEDULE OF SUPPLIES SERVICES	21 QUANTITY	22 UNIT	23 UNIT PRICE	24 AMOUNT
---------------	--	----------------	------------	------------------	--------------

SEE ADDENDA

25. ACCOUNTING AND APPROPRIATION DATA 7015401925                      BOC 2131	26. TOTAL AWARD AMOUNT (For Govt Use Only)
---	---

☒ 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, FAR 52.212-4. FAR 52.212-3, FAR 52.212-5 ARE ATTACHED. ADDENDA ☒ ARE ☐ ARE NOT ATTACHED.

☐ 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ☒ ARE ☐ ARE NOT ATTACHED.

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN \_\_\_\_\_ COPIES ☐ TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.

29. AWARD OF CONTRACT: REFERENCE ☐ OFFER DATED \_\_\_\_\_. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN ARE ACCEPTED AS TO ITEMS: \_\_\_\_\_

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (Continued)

30a. SIGNATURE OF OFFEROR/CONTRACTOR		31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)					
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Lee Shea					
30c. DATE SIGNED		31c. DATE SIGNED					
32a. QUANTITY IN COLUMN 21 HAS BEEN [ ] RECEIVED [ ] INSPECTED [ ] ACCEPTED AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED		32b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE	32c. DATE				
33. SHIP NUMBER		34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR				
<table border="1"> <tr> <td><input type="checkbox"/></td> <td>PARTIAL</td> <td><input type="checkbox"/></td> <td>FINAL</td> </tr> </table>		<input type="checkbox"/>	PARTIAL	<input type="checkbox"/>	FINAL	37. CHECK NUMBER	
<input type="checkbox"/>	PARTIAL	<input type="checkbox"/>	FINAL				
36. PAYMENT [ ] COMPLETE [ ] PARTIAL [ ] FINAL		39. S/R VOUCHER NUMBER					
38. S/R ACCOUNT NUMBER							
40. PAID BY							

41a. I CERTIFY THIS ACCOUNT IS CORRECT FOR PROMPT PAYMENT

41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	
42a. RECEIVED BY (PRINT)		42b. RECEIVED AT (Location)	
42c. DATE REC'D (YY/MM/DD)		42d. TOTAL CONTAINERS	

AUTHORIZED FOR LOCAL PRODUCTION

STANDARD FORM 1449 (10-95)  
 PRESCRIBED BY GSA-FAR(48 CFR)53.212  
 OMB NO.:9000-0136  
 Expires: 09/30/98

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## ADDENDA

### CONTINUATION OF SF1449 BLOCKS 19, 20, 21, 22, 23, AND 24

The Contractor shall supply sleeping rooms and meeting space for the USDA, ARS, Northern Plains Area, Fort Collins, CO, to host a Leadership Meeting in accordance with the attached CONTRACT DOCUMENTS, EXHIBITS, OR ATTACHMENTS on Page 11 of 13.

Attached Register of Wage Determinations Under the Service Contract Act No. 1997-0006, Revision No. 15 dated 06/23/05 applies to this solicitation.

Mark which of the following weeks your facility has space available, including both sleeping and meeting space, in accordance with the following information on this Addenda as well as Page 11:

Sunday, April 1, 2007 - Thursday, April 5, 2007

\_\_\_\_\_

Sunday, April 15, 2007 - Thursday, April 19, 2007

\_\_\_\_\_

Sunday, April 22, 2007 - Thursday, April 26, 2007

\_\_\_\_\_

#### 01. Sleeping Rooms as follows:

-150 Single Sleeping Rooms Three Nights (Monday-Wednesday) \$ \_\_\_\_\_

-3 Single Sleeping Rooms One Night (Sunday) \$ \_\_\_\_\_

-4 "Upgraded" Sleeping Rooms Three Nights (Monday-Wednesday) \$ \_\_\_\_\_

-1 "Upgraded" Sleeping Room One Night (Sunday) \$ \_\_\_\_\_

-1 "Hospitality" Suite set up to accommodate 4 Computers and  
One FAX, Internet Capability and a Large Table with Chairs for  
Small Meetings Four Days (Monday-Thursday) \$ \_\_\_\_\_

#### 02. Meeting Space as follows:

##### Tuesday:

8:00 a.m. to 5:00 p.m.: One meeting room for 150 attendees set up "Classroom" style.

\*Shall have ice water/hard candy/paper/pencils on each table.

\*A podium and table shall be at front of room with space for  
large screen and projector, etc. as needed.

\*Breaks (a.m. and p.m.) shall be set up in hall outside meeting  
room

\$ \_\_\_\_\_

**Wednesday:**

8:00 a.m.-11:00 a.m.: Two meeting rooms for 75 attendees each set up "Classroom" style.

\*Shall have ice water/hard candy/paper/pencils on each table.

\*A podium and table shall be at front of room with space for large screen and projector, etc. as needed.

11:00 a.m.-Noon: Meeting room for 150 attendees set up "Classroom" style.

\*Shall have ice water/hard candy/paper/pencils on each table.

\*A podium and table shall be at front of room with space for large screen and projector, etc. as needed.

1:00 p.m.-5:00 p.m.: Five meeting rooms for 30 attendees each set up "Classroom" style.

\*Shall have ice water/hard candy/paper/pencils on each table.

\*A podium and table shall be at front of room with space for large screen and projector, etc. as needed.

\*Breaks (a.m. and p.m.) shall be set up in hall outside meeting room

\$ \_\_\_\_\_

**Thursday:**

8:00 a.m.-10:30 a.m.: Meeting room for 150 attendees set up "Classroom" style

\*Shall have ice water/hard candy/paper/pencils on each table.

\*A podium and table shall be at front of room with space for large screen and projector, etc. as needed.

\*Break (a.m.) shall be set up in hall outside meeting room

\$ \_\_\_\_\_

03. Mixer as follows **Monday:**

-1 Room to host "Ice Breaker" for 150 attendees with space for easy movement.

\*Cash Bar set up in room (6:00 p.m. - 8:00 p.m. only)

\*"Finger Foods" provided at food stations located around the room at various locations (6:00 p.m. - 8:00 p.m. only)

\* Two large tables with chairs positioned outside room for registration (3:00 p.m. - 6:00 p.m. only)

\*Adequate seating at tables in room for attendees (6:00 p.m.- 8:00 p.m.)

\$ \_\_\_\_\_

04. Luncheons as follows:

-1 Room to host luncheons (served or buffet style to be determined) for 150 Attendees

(Tuesday and Wednesday @ 12:00 p.m. - 1:00 p.m.)

\$ \_\_\_\_\_

05. Continental Breakfast Buffet as follows:

-Provided in hall outside main meeting room for 150  
attendees (Tuesday-Thursday @ 7:30 a.m. - 10:30 a.m.) \$ \_\_\_\_\_

**NOTE TO BIDDERS:**

This acquisition is being done as a "Commercial Item Best Value" procurement.

**EVALUATION FACTORS ARE:**

**AVAILABILITY/SERVICES PROVIDED/\*SPACE PROXIMITY/PRICE**

**\*NOTE: Meeting rooms centrally located. Facility geographically located within walking distance of amenities such as restaurants, area points of interest and merchants for possible travel needs.**

#1 DUN's Number \_\_\_\_\_

#2 Tax ID Number \_\_\_\_\_

#3 Contractor shall enter their Representations/Certifications on-line per ORCA ([www.bpn.gov](http://www.bpn.gov)) prior to award.

#4 Circle your business category: Service Disabled Veteran Owned Small business (SDVOSB), HUBZone Business (HB), Small Business (SB), Large Business (LB).

#5 QUOTES MAY BE FAX'D AS FOLLOWS: ATTN: Lee Shea @ (970) 492-7031.  
Additional information, including brochures, etc., can be mailed separately as follows:

USDA-ARS-NPA Attn: Lee Shea  
2150 Centre Avenue, Building D, Suite 310  
Fort Collins CO 80526-8119

\*Federal Acquisition Regulation Clauses can be found in full text at the following website:  
[www.arnet.gov/far](http://www.arnet.gov/far)

**Contractor shall be registered in the On-Line Representations & Certifications (ORCA) system to be considered for award. You can access and complete at <http://www.bpn.gov>. Contractor must have a DUNS number (call 866/705-5711 or 610/882-7000) and be registered in Central Contractor Registration ([www.ccr.gov](http://www.ccr.gov)) before award can be made.**



## CONTRACT CLAUSES

### B.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

### I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

NUMBER	TITLE	DATE
52.212-4	CONTRACT TERMS AND CONDITIONS-- COMMERCIAL ITEMS	OCT 2003

### B.2 52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (JAN 2004)

- (a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clause, which is incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items: 52.233-3, Protest after Award (AUG 1996) (31 U.S.C. 3553)
- (b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:
  - (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (JUL 1995), with Alternate I (OCT 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).
  - (2) 52.219-3, Notice of Total HUBZone Set-Aside (JAN 1999) (15 U.S.C. 657a).
  - (3) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (JAN 1999) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a)
  - (4) (i) 52.219-5, Very Small Business Set-Aside (JUN 2003) (Pub. L. 103-403, section 304, Small Business Reauthorization and Amendments Act of 1994).

B.2 (Continued)

- (ii) Alternate I (MAR 1999) of 52.219-5.
- (iii) Alternate II (JUN 2003) of 52.219-5.
- (5) (i) 52.219-6, Notice of Total Small Business Set-Aside (JUN 2003) (15 U.S.C. 644).
- (ii) Alternate I (OCT 1995) of 52.219-6.
- (6) (i) 52.219-7, Notice of Partial Small Business Set-Aside (JUN 2003) (15 U.S.C. 644).
- (ii) Alternate I (OCT 1995) of 52.219-7.
- XX (7) 52.219-8, Utilization of Small Business Concerns (OCT 2000) (15 U.S.C. 637(d)(2) and (3)).
- (8) (i) 52.219-9, Small Business Subcontracting Plan (JAN 2002) (15 U.S.C. 637(d)(4)).
- (ii) Alternate I (OCT 2001) of 52.219-9.
- (iii) Alternate II (OCT 2001) of 52.219-9.
- (9) 52.219-14, Limitations on Subcontracting (DEC 1996) (15 U.S.C. 637(a)(14)).
- (10) (i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (JUN 2003) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).
- (ii) Alternate I (JUN 2003) of 52.219-23.
- (11) 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting (OCT 1999) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).
- (12) 52.219-26, Small Disadvantaged Business Participation Program--Incentive Subcontracting (OCT 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).
- (13) 52.222-3, Convict Labor (JUN 2003) (E.O. 11755).
- (14) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (JAN 2004) (E.O. 13126).
- (15) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).

B.2 (Continued)

- XX (16) 52.222-26, Equal Opportunity (APR 2002) (E.O. 11246).
- XX (17) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212).
- XX (18) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).
- XX (19) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212).
- (20) (i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (AUG 2000) (42 U.S.C. 6962 (c)(3)(A)(ii)).
- (ii) Alternate I (AUG 2000) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)).
- (21) 52.225-1, Buy American Act--Supplies (JUN 2003) (41 U.S.C. 10a-10d).
- (22) (i) 52.225-3, Buy American Act--Free Trade Agreements--Israeli Trade Act (JAN 2004) (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, Pub. L. 108-77, 108-78).
- (ii) Alternate I (JAN 2004) of 52.225-3.
- (iii) Alternate II (JAN 2004) of 52.225-3.
- (23) 52.225-5, Trade Agreements (JAN 2004) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).
- XX (24) 52.225-13, Restrictions on Certain Foreign Purchases (OCT 2003) (E.O.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).
- (25) 52.225-15, Sanctioned European Union Country End Products (FEB 2000) (E.O. 12849).
- XX (26) 52.225-16, Sanctioned European Union Country Services (FEB 2000) (E.O. 12849).
- XX (27) 52.232-29, Terms for Financing of Purchases of Commercial Items (FEB 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).
- XX (28) 52.232-30, Installment Payments for Commercial Items (OCT

B.2 (Continued)

1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

- (29) 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration (OCT 2003) (31 U.S.C. 3332).
- XX (30) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332).
- (31) 52.232-36, Payment by Third Party (MAY 1999) (31 U.S.C. 3332).
- (32) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).
- (33) (i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (APR 2003) (46 U.S.C. Appx 1241 and 10 U.S.C. 2631).
- (ii) Alternate I (APR 1984) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

- XX (1) 52.222-41, Service Contract Act of 1965, as Amended (MAY 1989) (41 U.S.C. 351, et seq.).
- XX (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).
- (3) 52.222-43, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).
- (4) 52.222-44, Fair Labor Standards Act and Service Contract Act-Price Adjustment (FEB 2002) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).
- (5) 52.222-47, SCA Minimum Wages and Fringe Benefits Applicable to Successor Contract Pursuant to Predecessor Contractor Collective Bargaining Agreements (CBA) (MAY 1989) (41 U.S.C. 351, et seq.).

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the

**B.2 (Continued)**

simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records--Negotiation.

- (1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.
  - (2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.
  - (3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.
- (e) (1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c) and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vi) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause--
- (i) 52.219-8 Utilization of Small Business Concerns (OCT 2000) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$500,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.
  - (ii) 52.222-26, Equal Opportunity (APR 2002) (E.O. 11246).
  - (iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C 4212).

**B.2 (Continued)**

- (iv) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).
  - (v) 52.222-41, Service Contract Act of 1965, as Amended (MAY 1989), flow down required for all subcontracts subject to the Service Contract Act of 1965 (41 U.S.C 351, et seq.).
  - (vi) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (APR 2003) (46 U.S.C. Appx 1241 and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.
- (2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

## **CONTRACT DOCUMENTS, EXHIBITS, OR ATTACHMENTS**

The USDA, ARS, Northern Plains Area Administrative Office will host a Leadership Meeting in Wichita, KS in April 2007. It is estimated that 150 people will attend this meeting, with approximately 150 traveling from outside the Wichita area who will require sleeping accommodations. Four additional "upgraded" sleeping rooms will be required as well as a Hospitality Suite able to accommodate four computers, a FAX, internet capability and a large table and chairs for small meetings.

The meeting agenda consists of an "Ice Breaker" as well as registration of attendees Monday evening from 3:00 p.m. to 8:00 p.m. The attendees will reconvene Tuesday and Wednesday from 8:00 a.m. to 5:00 p.m. and Thursday from 8:00 a.m. to 10:30 a.m. In addition to the main meeting room set up to accommodate 150 "classroom style", five breakout meeting rooms seating 30 attendees each at a table with chairs will be needed Wednesday from 1:00 p.m. to 5:00 p.m. The main meeting room will need to be divided into two separate areas on this day from 8:00 a.m. to 11:00 a.m. and then reconfigured to original setup from 11:00 a.m. to 1:00 p.m. Morning and afternoon breaks will be provided in hall outside main meeting room Tuesday and Wednesday and a morning break Thursday.

Working luncheons are planned Tuesday and Wednesday. It will be determined at a later date whether these meals will be served or buffet.

Audio/visual needs will be determined at a later date as well.

Due to limited availability of vehicles for attendees to use, walking distance to such amenities as restaurants as well as the distance to other outside activities will be considered in the evaluation and determination of "Best Value".

## SOLICITATION PROVISIONS

### D.1 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

### I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) PROVISIONS

NUMBER	TITLE	DATE
52.212-1	INSTRUCTIONS TO OFFERORS-- COMMERCIAL ITEMS	JAN 2004

### D.2 52.212-2 EVALUATION--COMMERCIAL ITEMS (JAN 1999)

- (a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

AVAILABILITY/SERVICES PROVIDED/SPACE PROXIMITY/PRICE

Technical and past performance, when combined, are More Important.

- (b) Options. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).



**D.2 (Continued)**

- (c) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

97-0006 15 FL/HH/MS

[11,16,18]

REGISTER OF WAGE DETERMINATIONS UNDER 3 U.S. DEPARTMENT OF LABOR  
 THE SERVICE CONTRACT ACT 3 EMPLOYMENT STANDARDS ADMINISTRATION  
 By direction of the Secretary of Labor 3 WAGE AND HOUR DIVISION  
 3 WASHINGTON, D.C. 20210  
 3

William W. Gross Division of Wage 3 Wage Determination No: 1997-0006  
 Director Determinations 3 Revision No: 15  
 3 Date Of Revision: 06/23/2005

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 State: Kansas

Area: Kansas Counties of Allen, Barber, Barton, Butler, Chase, Chautauqua,  
 Cherokee, Cheyenne, Clark, Comanche, Cowley, Crawford, Decatur, Edwards, Elk,  
 Ellis, Ellsworth, Finney, Ford, Gove, Graham, Grant, Gray, Greeley, Greenwood,  
 Hamilton, Harper, Harvey, Haskell, Hodgeman, Jewell, Kearny, Kingman, Kiowa,  
 Labette, Lane, Lincoln, Logan, Marion, McPherson, Meade, Mitchell, Montgomery,  
 Morton, Neosho, Ness, Norton, Osborne, Pawnee, Phillips, Pratt, Rawlins, Reno,  
 Rice, Rocks, Rush, Russell, Scott, Sedgwick, Seward, Sheridan, Sherman, Smith,  
 Stafford, Stanton, Stevens, Sumner, Thomas, Trego, Wallace, Wichita, Wilson,  
 Woodson  
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\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

## OCCUPATION CODE - TITLE MINIMUM WAGE RATE

## Food &amp; Lodging:

(not set) - Food Service Worker 7.44  
 07041 - Cook I 9.54  
 07042 - Cook II 11.43  
 07070 - Dishwasher 6.95  
 07250 - Waiter/Waitress 6.95  
 11060 - Elevator Operator 6.95  
 11210 - Laborer, Grounds Maintenance 7.44  
 11240 - Maid or Houseman 7.44  
 99030 - Cashier 7.44  
 99050 - Desk Clerk (1) 7.44

## Halfway House &amp; Residential Community Treatment:

(not set) - Food Service Worker 7.44  
 (not set) - Secretary 10.98  
 01011 - Accounting Clerk I 9.83  
 01012 - Accounting Clerk II 10.43  
 01115 - General Clerk I 9.12  
 01611 - Word Processor I 9.12  
 07041 - Cook I 9.54  
 07042 - Cook II 11.43  
 07070 - Dishwasher 6.95  
 11150 - Janitor 7.44  
 11210 - Laborer, Grounds Maintenance 7.44  
 11240 - Maid or Houseman 7.44  
 23370 - General Maintenance Worker 10.18  
 27101 - Guard I 8.77  
 27102 - Guard II 9.46  
 99050 - Desk Clerk (1) 9.12

## Moving &amp; Storage:

21040 - Material Handling Laborer 8.15

21071 - Forklift Operator 9.54  
 21130 - Shipping Packer 9.54  
 21400 - Warehouse Specialist 9.54  
 31361 - Truckdriver, Light Truck 9.54  
 31362 - Truckdriver, Medium Truck 10.18  
 31363 - Truckdriver, Heavy Truck 10.81  
 31364 - Truckdriver, Tractor-Trailer 11.43

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.87 an hour or \$114.80 a week or \$497.47 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years, and 4 after 20 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of eleven paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Rates are applicable only under the appropriate occupational category.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**\*\* NOTES APPLYING TO THIS WAGE DETERMINATION \*\***

Under the policy and guidance contained in All Agency Memorandum No. 159, the Wage and Hour Division does not recognize, for section 4(c) purposes, prospective wage rates and fringe benefit provisions that are effective only upon such contingencies as "approval of Wage and Hour, issuance of a wage determination, incorporation of the wage determination in the contract, adjusting the contract price, etc." (The relevant CBA section) in the collective bargaining agreement between (the parties) contains contingency language that Wage and Hour does not recognize as reflecting "arm's length negotiation" under section 4(c) of the Act and 29 C.F.R. 5.11(a) of the regulations. This wage determination therefore reflects the actual CBA wage rates and fringe benefits paid under the predecessor contract.

**Source of Occupational Title and Descriptions:**

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

**Conformance Process:**

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond

paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

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